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APPROVED
by Order No. R-122 of 4 April 2017
of the Rector of Vilnius University

DESCRIPTION OF THE PROCEDURE FOR GRANTING INCENTIVES FOR HIGH-LEVEL ACHIEVEMENTS IN REASEARCH AT VILNIUS UNIVERSITY

CHAPTER I
GENERAL PROVISIONS

1. The aim of the Description of the Procedure for Granting Incentives for High-Level Achievements in Research (hereinafter the 'Description') at Vilnius University (hereinafter the 'University') is to strengthen the motivation to perform research activities which increase the value of studies, the qualification of lecturers, researchers, and other investigators (also including non-academic staff), and both the awareness and the academic reputation of the University, and also to introduce the appropriate measures of financial incentive granting at the units of the University.'

Amendments to the Item:

by Order No. R-151 of 15 March 2018 of the Rector of Vilnius University

2. The Description establishes the general principles of granting incentives for results of research activities in the core academic units (hereinafter the 'CAU'), as well as the process of implementation and application of these principles in the CAU. A branch academic unit (hereinafter the 'BAU') that has its own budget may adopt its own incentive procedure.

Amendments to the Item:

by Order No. R-151 of 15 March 2018 of the Rector of Vilnius University

3. Repealed.

Repeal of the Item:

by Order No. R-151 of 15 March 2018 of the Rector of Vilnius University

CHAPTER II
THE FRAMEWORK AND PRINCIPLES OF GRANTING INCENTIVES FOR HIGH-LEVEL ACHIEVEMENTS IN RESEARCH

4. Every CAU must have a financial incentive framework aligned with the specific nature of the CAU scientific research, the level of research achieved and expected to be achieved, and the strategy of the University in the field of innovative science.

5. The following procedure is established for the incentive granting framework of the CAU:

5.1. A commission for granting incentives for high-level achievements in research (hereinafter the 'Commission'), consisting of the Pro-Rector for Research of the University, representatives from the fields of humanities, social, physical, biomedical and technological sciences, and a representative of the Research and Innovation Department, shall be approved by the order of the Rector of the University (hereinafter the 'Rector').

5.2. The head of the CAU shall draw up a draft procedure for granting incentives for high-level achievements (hereinafter the 'CAU procedure') and shall submit it to the Commission for

harmonisation together with the conclusions of the CAU council discussions on the draft procedure of the CAU.

5.3. The Commission shall consider, with the participation of representatives of the CAU, the draft project of the CAU procedure, submitted by the head of the CAU, and submit to the head of the CAU and the Rector its conclusions on the alignment of the draft to the strategy of the University, this Description, the framework of assessment of research in force in the Republic of Lithuania, and other legislation, as well as recommendations for improvement of the draft procedure of the CAU.

5.4. The CAU procedure, improved according to the conclusions and recommendations of the Commission, shall be considered by the CAU council (if required, a representative of the Commission attends the meeting of the CAU council) and submitted to the Rector for approval.

Amendments to the Item:

Order of the Rector of Vilnius University No. R-137 of 13 April 2017.

6. General principles of granting incentives for high-level achievements in research:

6.1. Financial incentives for researchers' high-level scientific publications and other high-level results specified in Item 7 of this Description shall be provided from the funds allocated for this purpose in the CAU's remuneration fund. If the payment for a publication which took several years to prepare or other result of exceptionally high level exceeds 20 per cent of the funds allocated for this purpose in the CAU's remuneration fund, the amount provided for incentive for such achievement may be paid over several years; however, the period shall not exceed the period of external assessment. In exceptional cases, the head of the CAU shall have a right to apply to the Rector and the Commission for respective replenishment of the CAU's remuneration fund from the funds of the University Strategy Implementation Foundation.

6.2. The established procedure of the CAU applies to all researchers and other investigators working at that unit who have prepared and published a publication(s) in affiliation with a specific CAU or its BAU, and/or who have obtained other high-level results that can be identified as belonging to the University and/or for which the University has received income dedicated to research activity. If affiliation with the CAU or the BAU is not indicated in the publication or other high-level result, it shall be recorded when registering the publication in the information system of the Lithuanian Academic Electronic Library (eLABa).

6.3. If the publication was published or other high-level results were achieved by a group of researchers, the amount provided for incentive for a specific achievement is distributed to them in equal parts.

6.4. The CAU procedure must grant incentives to researchers and other investigators to pursue the quality, internationalisation and/or interdisciplinarity of research activities.

6.5. The principles of incentive granting, stipulated in the CAU procedure, must be:

6.5.1. clear and easily identifiable;

6.5.2. evaluable (calculable);

6.5.3. focused on the highest-level achievements (quality) of the specific science field (area) rather than quantitative criteria;

6.5.4. objective (applied equally to all CAU lecturers, researchers and other investigators).

7. Researchers can be granted incentives for:

7.1. high-level scientific publications:

7.1.1. monographies or parts thereof;

7.1.2. articles published in journals registered on *Web of Science*™ and ranked as belonging to the first and second quartile of a specific category (as an exception, the third quartile may also be accepted for publications in social sciences and humanities);

7.1.3. articles published in journals registered on *Web of Science*™ whose weight coefficient is at least [*to be indicated by the CAU or the BAU*];

7.1.4. articles in international journals;

7.1.5. other scientific publications consistent with the fields of activity of the CAU and the University.

7.2. publications not published in journals listed in Item 7(1) but frequently cited therein;

7.3. international patents obtained whose owners are subjects of the Republic of Lithuania;

7.4. other results of the total external assessment of scientific activity;

7.5. as an exception, the CAU may provide for incentive granting for other results of scientific activity important to the CAU and defined in the CAU procedure.

8. A part of the remuneration fund of academic employees of a core or branch (if a branch unit has its own budget) academic unit, defined in the Description of the Procedure for the Work Remuneration for Vilnius University Employees and other legislation of the University, must be allocated for granting incentives for high-level achievements in research.

Amendments to the Item:

by Order No. R-151 of 15 March 2018 of the Rector of Vilnius University

9. In the event of a disagreement on the application of the CAU procedure and/or attribution of a publication to a specific category provided for in the CAU procedure and the disagreement not being resolved according to the procedure established in the CAU procedure, the Commission is addressed for the provision of the conclusion to the head of the CAU and the interested party/parties. This conclusion is final and not subject to changes.

9^1. If a BAU establishes its own incentive granting system (on the basis of its budget), the provisions of this chapter shall apply *mutatis mutandis*.

Addendum to the Item:

by Order No. R-151 of 15 March 2018 of the Rector of Vilnius University

CHAPTER III
FINAL PROVISIONS

10. Repealed.

Repeal of the Item:

by Order No. R-151 of 15 March 2018 of the Rector of Vilnius University

11. Upon this Description entering into force, the validity of the current CAU frameworks for granting incentives is suspended until they are revised and/or updated following the provisions of this Description.